



Inspired Learning Group



HEADTEACHER

Candidate Information



**Collingwood
School**

Nurture, challenge and inspire



Welcome from the CEO

Following seven successful years as Headmaster of Collingwood School, Mr Leigh Hardie will be stepping down at the end of the Summer Term 2025.

We are now looking for a Headteacher who will preserve the school's unique ethos and our mission to make Collingwood School "a place to nurture, challenge, and inspire" for pupils, staff, and parents alike.

We seek an individual who is a creative and warm leader, an excellent communicator, has an eye for marketing and has the ability and ambition to guide Collingwood School through the next stage of its journey.

The school has made significant strides in teaching and learning, assessment practices, pupil personal development, and digital strategy. This has been shown in the most recent full ISI Inspection reinforcing our reputation for excellence.

Leading and managing on our priorities for development will present the new Head with a wonderful opportunity to make a significant impact on the future direction of this already high-achieving school.

As the CEO of ILG I am fully committed to and believe in the potential of Collingwood School and am looking for the right leader to bring this to fruition.

If this is a role that excites you and you feel you have the skills and experience, we would be delighted to hear from you.

Mr Amit Mehta, CEO, inspired Learning Group

Overview and Core Values of Collingwood School

Overview

Collingwood was founded in 1929 as a Boys' School and was constituted as an Educational Trust in 1978. The school became co-educational in September 1991 and has flourished into the school it is today.

The famous English artist Frank Dadd, R.I., R.O.I. 1851-1929 made his home in what is now the Springfield Road site in 1903. He renamed the house (originally called Homeleigh), Morwenstow and lived here for sixteen years. A plaque outside the front door commemorates this.

The spirit of Frank Dadd lives on with Collingwood's annual Art and Music festival. We celebrate the work produced during the year and it is always a delight, with displays of innovative pieces demonstrating our pupils' talents.

Collingwood Schools Guiding Principles

Collingwood enjoys a strong academic, musical and sporting reputation with healthy competition encouraged through the House system. We get to know our pupils as individuals, and they are known by each and every member of staff. They thrive in our school community and grow in confidence, fully prepared for the next part of their adventure as they enter their chosen senior school. Our guiding principles are to nurture, challenge and inspire.



About Inspired Learning Group

ILG currently owns and operates 26 schools and nurseries in the UK. Overall, we look after over 2,000 pupils, making us one of the largest independent school groups in the UK.

Collingwood School is one of 12 Prep Schools within the group.

We see ILG as one extended family, allowing us to share best practice and innovation between schools in order to raise standards of teaching and learning for all our students. We recognise and respect that each school has its own history and identity. We encourage individuality, so that new ideas can grow naturally with the best ideas then being implemented right across the group. This collaborative spirit is an effective way of ensuring that education practices do not fall behind the times and it is why we encourage out-of-the-box methods such as Apple teaching and future thinking.

ILG schools may look reassuringly traditional in some ways, but our move away from standardisation toward customisation is not just modern but quietly revolutionary. We make the effort to understand the differences between individual children and tailor their teaching at a personal level. This means that all children, no matter their needs, are catered for. Our commitment to parents is that no one child will ever be left behind.

ILG empowers its schools to achieve their mission and vision through challenging yet supportive governance. We connect schools, stakeholders and professional associations to create opportunities and build capacity. We work with school leadership to set clear school improvement goals through engagement with pupils, parents, staff and the wider community.

We recruit, invest in and retain outstanding practitioners and ensure the provision and monitoring of a broad and balanced personalised curriculum for children with individual learning needs.

The Opportunity

This appointment is a great opportunity for an existing or aspiring senior leader to make a lasting impression. Collingwood School is a place where memories are made and every child is given the opportunity to thrive and achieve their dreams. It is a happy and high-achieving school with huge potential to achieve even greater things in the future, particularly with the backing of ILG.

The new Head must be willing to work closely in partnership with ILG, but also have the strength and independence to make their own decisions for the benefit of the School and its community. The Head reports to the COO and Finance Director of ILG, but also has plenty of scope for autonomy in terms of the running of the school.

Understanding and nurturing this relationship with ILG is key to the new Head being able to maximise the considerable opportunities this role offers. It is by nature a reassuring and supportive relationship, not a smothering one. ILG provides Collingwood School with strategic guidance, financial security and management, plus back office functions such as human resources/talent acquisition and estates, thus allowing the Head to focus on the educational leadership of the School.

The Advisory Board chaired by an educational consultant, provides the governance structure within which the Head can be supported and guided.

The opportunity to learn from the wisdom and experience of others in the support group of ILG Heads is a further benefit of ILG's involvement in the School. The Heads meet together termly to share best practice and concerns.



Short and medium term challenges

- To consider and review the priorities for further development of the School in order to retain and enhance pupil numbers which can assure its future.
- To raise the profile and reputation of Collingwood within the community.

The School sections

The Nursery

Collingwood Nursery is widely recognised for providing a top-tier early years program that seamlessly integrates into the demanding schedules of today's busy families. Even our youngest children are proud to be part of the Collingwood 'family' and are very much part of the whole school. A lot of our nursery pupils transition through to start Reception at the school ready for the very best in independent education.

The children in our Nursery follow the Early Years Foundation Stage goals like any setting, but we can take their experience so much further.

Our pupils will experience areas of learning categorised by;

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Collingwood Nursery offers a unique early years' experience in the Wallington area, distinguished by our small group sizes that ensure high levels of adult care and attention. Our diverse range of specialist-led sessions includes music, singing, sports including gymnastics. From 3 years old our children explore outdoor learning through our 'Woodland Adventures' program and receive French lessons. These enriching activities are exclusive to Collingwood Nursery and contribute to our exceptional early years setting.

The School

Collingwood School offers a broad and balanced curriculum from the ages of 2 to 11. It is guided by the National Curriculum but not restricted by it.

Pupils in the school study the following subjects:

English, Mathematics, Science, Art, Geography, History, French (from Nursery), Spanish (from Year 3), Reasoning (from Year 3), Design Technology, Computing, Physical Education, PSHE, Religious Education and Music.

We have specialist teachers for numerous subjects from Reception, and offer specialist teaching for all subjects in Years 5 and 6.

The 6 C`s of Collingwood

The six C`s of Learning are embedded across all we do. By fostering the skills of Character, Creativity, Critical Thinking, Collaboration, Communication and Citizenship, we aim to lay the foundations for future educations and life in the 21st century.



Beyond the Classroom

Pupils at Collingwood School enjoy a wide range of school clubs and activities. We recognise the importance of allowing children to experience and explore different activities. We know how important it is for children to be given the opportunity to develop skills and self-confidence in these disciplines and specialist teaching is the key.

Sport

Every child gets the opportunity to find a sport in which they can grow and succeed in. We offer a plethora of different sports in hope to engage our future sportsmen and women. The children are fortunate enough to have extremely enthusiastic staff, some of whom are highly skilled at their chosen sport.

Music

With an inspirational Head of Music at the forefront, our pupils develop their musical ability and a love for the subject along the way. Children sing in a choir right from the beginning of Reception and they become quite accustomed to 'public' performance from a young age.

Learning an instrument is all part of the process and they all learn recorder and ukulele as they move up through the years. We are particularly proud of our Year 3 Strings programme, which offers all children the opportunity to learn violin or cello as part of the curriculum. Many of our children also take up individual lessons in a range of instruments. Performance is all part of the process and our budding musicians can all show off their skills at our school concerts or our annual musical.

Drama

Standing up in front of an audience can be a daunting experience for some children. We know how important it is to encourage this from an early age and all our pupils have Drama as part of the curriculum. It is wonderful to see their confidence enhanced and their performance skills grow.

Our thriving Drama Club offers the further opportunities for public performances and recent hits have included *The Wizard of Oz* and *A Christmas Carol*.

Art and Design Technology

Being based in the former residence and studio of celebrated artist, Frank Dadd, the teaching of Art is a proud tradition at Collingwood. Our children have the opportunity to develop their artistic skills to a high level with our specialist teacher who work with the children from Years 1 to 6. They proudly present their finest pieces at our annual art exhibition.

Developing the skills of Design and Technology is also an important feature of our creative curriculum from a young age. This becomes more specialised from Year 3 as the pupils have the opportunity to use a range of equipment to cut, drill, fix and saw. The work they produce is highly impressive for children of such a young age.

Clubs, trips and outside activities

Throughout the week during lunch time and at the end of each day, pupils have the opportunity to take part in a range of clubs and activities. From Chess to Lego robotics pupils are able to enhance their learning experience at Collingwood.

We value the importance of trips and visits at Collingwood School. Pupils in each year group take part in regular trips throughout the school year including the Science museum and other London attractions.

We also run residential trips for our KS2 pupils. Pupils in Years 5 take part in a outdoor education trip and Year 6 take part in a 5 night excursion.



Governance and Leadership

The termly Governance meeting is chaired by David Tidmarsh with the Director of Operations also present and the Head in attendance, who provides a termly report for discussion.

The Role

Key aims of the role

- To lead, motivate and develop the school and its staff so that it fulfils the academic, pastoral, spiritual and social needs of the pupils and their parents, by providing an excellent, broad-based education in line with the school's ethos
- To work with the Advisory Board, drawing on their experience and expertise, to fulfil all the duties and responsibilities for the proper governance of the school; to ensure that the Chairman and Board receive timely notice and appropriate information on all relevant matters
- To work closely and cooperatively with the CEO and Finance Officer, in accordance with the Board's strategic direction, in terms of financial matters and site development.

The Role

Key responsibilities of the role:

The Head is responsible, directly and by delegation, for

- the leadership and management of the School.
- the care and development of each child and for maintaining excellent academic standards within the School.
- the pastoral care and welfare of all staff and pupils.
- the overall financial performance of the School, for which they will be assisted by the finance team, and for meeting the annual budget agreed.
- leading, managing, and motivating the Senior Leadership Team and, with them and through them, all academic and support staff.
- the appointment of all staff.
- the assessment, appraisal, guidance, support, and professional development of all teaching staff with the objective of achieving inspirational teaching at all levels
- the marketing of the School, including fundraising, the production of publicity, literature and any advertising, the public relations profile, management of the School's website and the establishment of positive relations with prospective parents.
- recruiting a full complement of pupils, and overseeing admission and entrance procedures.
- planning and implementing an effective curriculum and timetable.
- planning and implementing the academic organisation of the School, reviewing as appropriate.
- monitoring pupils' progress and ensuring that parents are provided with regular and appropriate feedback setting realistic expectations.
- creating the appropriate balance between all areas of school life, extra-curricular activity, and community involvement.
- maintaining good communications and relationships within the School and with key stakeholders including neighbours, local schools, the local community, and former pupils.
- developing and maintaining good professional relationships with the parents of pupils.
- delegating effectively and appropriately to achieve the above.

Working with the Advisory Board

The Head is responsible, directly and by delegation, for:

- ensuring that the School meets all its legal obligations including compliance with Child Protection, Data Protection and Health and Safety regulations.
- take overall responsibility for the delivery of excellent pastoral care – ensuring the security and pastoral care of all pupils in line with safeguarding legislation, including safer recruitment and working alongside external agencies as appropriate.
- implementing policies agreed by the Board and contributing to the vision for the future of the School through strategic leadership and planning.
- submitting policy proposals for the approval of the Board or assisting the Board in the development of tactical and strategic policies, as well as implementing and monitoring these policies.
- in partnership with the Chair, ensuring that the Board receives sufficient and timely information and advice in order to make informed decisions
- implementing Board decisions.
- preparing and updating the School Development Plan.

General

- to undertake other duties appropriate to the general purpose of the post, which may from time to time be reasonably assigned by the Chair of the advisory board or the COO.
- to carry out teaching duties as appropriate and time permits.
- to set an example of continuous personal development, participating in appropriate training in order to maintain an up-to-date professional expertise.
- the new Head should be aware of trends in education, the requirements of schools and public examinations and, where appropriate, recommend policy changes to the Governors.
- it is expected that the Head will represent the School on sector bodies which the Advisory Board deem suitable.

The Person

Candidates must be genuinely committed to working in an environment where the happiness, wellbeing and safety of the children in our care is central to all that is done.

In addition, good candidates for the role are likely to demonstrate much of the following:

- senior leadership experience.
- strong academic credentials and preferably QTS status.
- understanding of and support for the values and ethos of the School, and commitment to embedding successful all-round education and co-education.
- inclusive leadership, valuing and promoting the diversity of the community.
- commitment to delivering top academic, co-curricular and pastoral provision for every pupil, mindful of their wellbeing.
- natural and easy communication with pupils, staff, parents, prospective parents, the governors and alumni.
- the skills and integrity to win confidence and trust from all stakeholders.
- ability to articulate and promote the strengths of Collingwood School and raise the profile of the School.
- a strategic and analytical mind with vision but also a degree of pragmatism – ready and able to address the complex political, social and economic issues ahead.
- change management skills.
- commitment to partnerships and bursaries – with a strong sense of social responsibility.

The Person, continued

- a primary commitment to Collingwood School but a broader interest in embracing, promoting and contributing to the Inspired Learning Group.
- a national and global perspective on the best in education with a forward-looking but discerning approach to selecting what is truly of value in a fast-changing educational climate.
- effective team leadership, with the skills to motivate, inspire and enable all in the leadership team and the wider staff.
- the skills to appoint the very best people.
- courage, high expectations and inner steel.
- strength in the softer skills – the ability to listen, empathise and show compassion.
- financial and commercial acumen.
- commitment to ensuring that Collingwood School is compliant with all regulations, with a thorough understanding of the Head's responsibilities in relation to safeguarding and Child Protection issues and a clear commitment to delivering best practice in safeguarding.
- enjoyment of learning and the sense of humility which accompanies the desire and will to develop personally and professionally.
- a sense of joy and optimism in leading the Collingwood School community.

Employment terms and conditions

The successful candidate will be offered a competitive salary and an appropriate package of benefits which could be shaped to meet the needs of the successful candidate.

The Application process

Interested candidates for the position of Head at Collingwood School are invited to contact Inspired Learning Group prior to application for a discussion.

The deadline for receipt of the application is 12 noon on Friday 20th December

Applications should be made electronically to Tom Havard at Inspired Learning Group using the email tom@inspiredlearninggroup.co.uk.

You should submit the following (both in PDF format):

- A completed **application form**
- A **covering letter addressed to David Tidmarsh, Chair of the Advisory Board. The letter should explain your reasons for applying.**

If you have any questions about uploading your application documents, please contact Tom Havard, Head of Recruitment and Resourcing at Inspired Learning Group, tom@inspiredlearninggroup.co.uk or 07706323847

The process is as follows:

- All applications will be acknowledged by e-mail and initial call.
- Long List interviews with the Governors' panel will take place at the ILG offices in Stanmore, Middlesex the Week Commencing 6th January 2025
- During week commencing 13th January 2025, short-listed candidates will be invited to visit Collingwood School and to undertake a personality test online.
- Short List interviews with the Governing Body will take place at the ILG offices in Stanmore, Middlesex the Week Commencing 20th January 2025

The Inspired Learning Group is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).



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